



Data Creation with Admin Login

Step by step guide on how to add/modify master data such as Category, Product, images, screen saver etc.



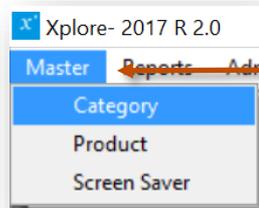
Data Creation

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Master Screen

This section explains about how to add, edit and delete data in master screens like category, product and screen saver.



Go to Menu

Master

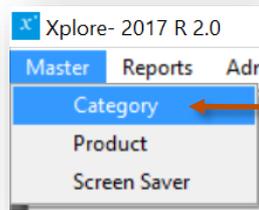
- Category
- Product
- Screen Saver

2

Category Master

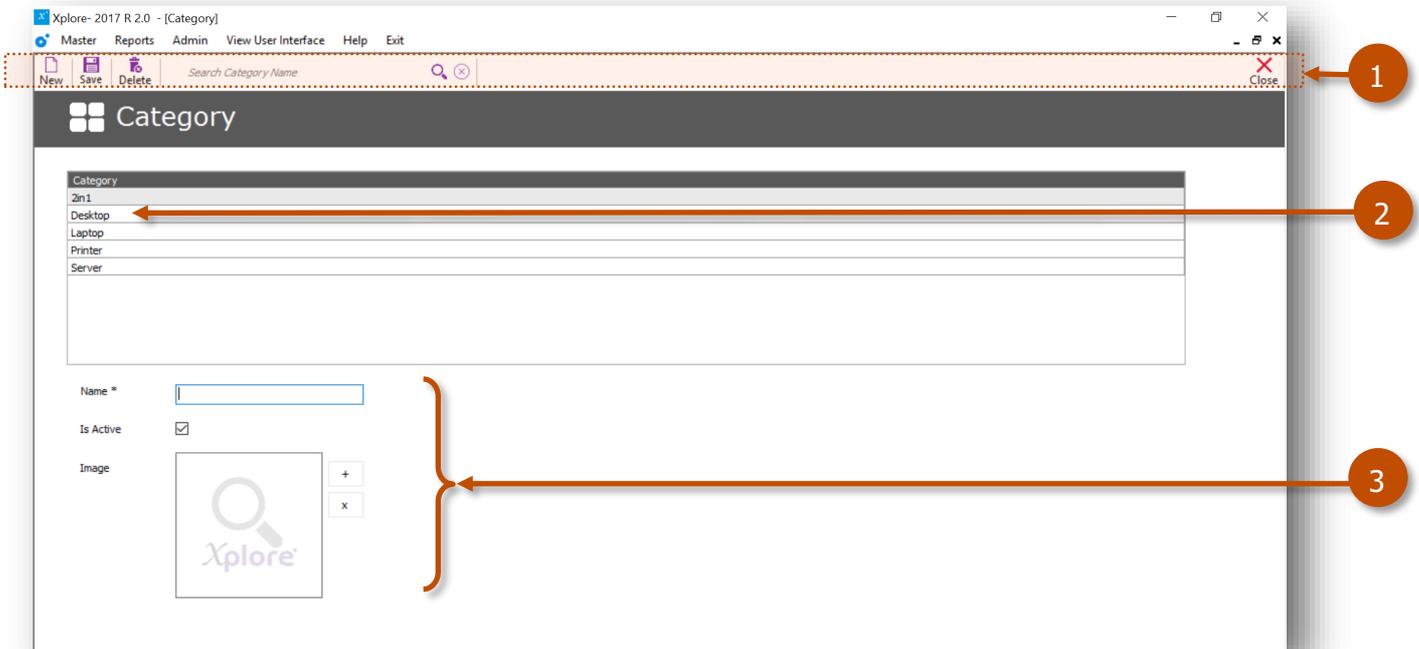
Introduction

Category is a way you group or organize your products. Learn how to add new category, edit or delete category.



Go to Menu
Master—Category

Category screen can be broadly divided into 3 sections that is explained below



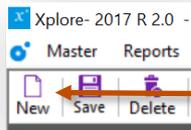
The screenshot shows the 'Category' screen in Xplore-2017 R 2.0. The interface is divided into three main sections:

- 1. Toolbar:** Located at the top, it contains buttons for 'New', 'Save', 'Delete', a search icon, and a 'Close' button.
- 2. List of Categories:** A table listing existing categories: Zn1, Desktop, Laptop, Printer, and Server.
- 3. Category Update Section:** A form for adding or modifying a category, including fields for 'Name *', 'Is Active' (checked), and 'Image' (with a search icon and Xplore logo).

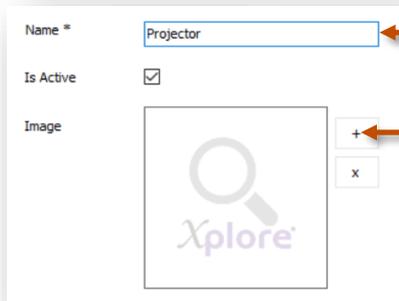
1. Toolbar to add, edit or delete data
2. List of Categories to view the details
3. Category update section to add or modify the details

2.a Add Category

To add a new category in the category master



Click on **New** button on the toolbar



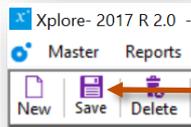
Enter the details such as name

Click on **+** button if you wish to add image

*Valid file format for images are Image format
*.png, *.jpeg, *.jpg, *.bmp*



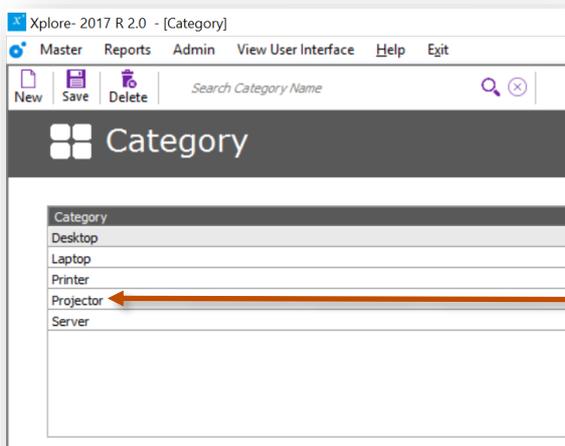
The selected image would be displayed in the image box



Click on **Save** button on toolbar to save the data



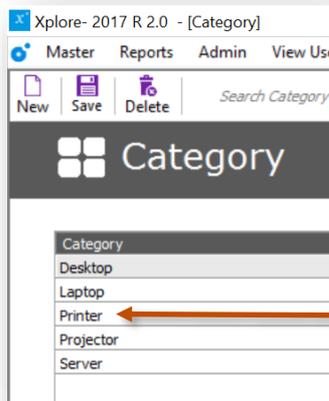
You would get the following message
Click on **Ok**



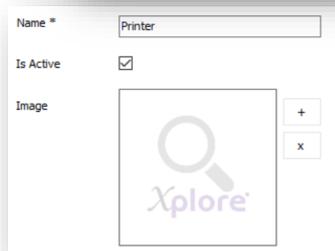
New category **Projector** would be added to the list

2.b Edit/Modify Category

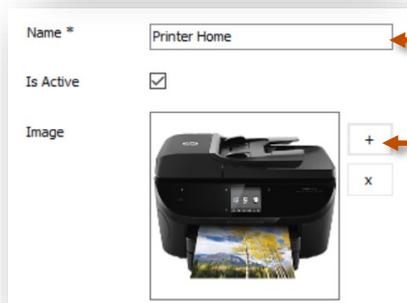
You can edit existing category by simply selecting category from the category grid/list, edit it and then save the details, follow the detailed instructions given below.



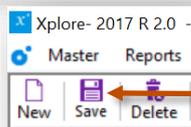
Select the Category from the list which you wish to update
Eg. Printer



You would see the details below



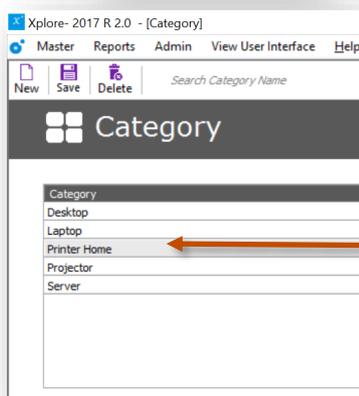
You can change the details or add a different image



Click on **Save** button on toolbar to save the data



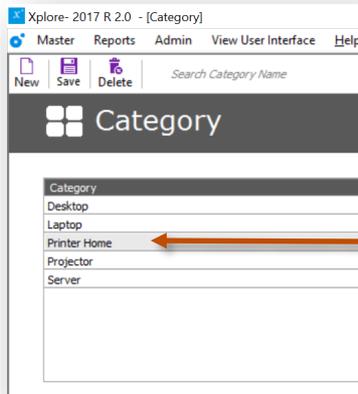
The details would be updated and you will get the following message
Click on **Ok**



You can view the updated details by clicking on that category

2.c Delete Category

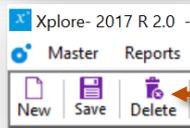
The delete option will permanently delete the selected category. If any products are already tagged with the category, the related products will also get deleted. A warning message will be given to the user before deleting the data. See the instructions for deleting the data.



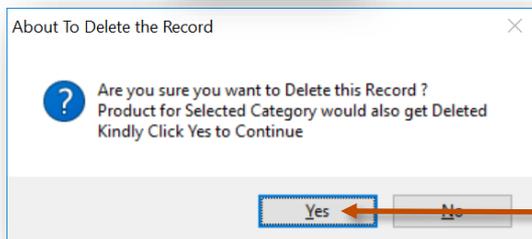
Select the Category from the list which you wish to delete
Eg. "Printer Home"



You would see the details below



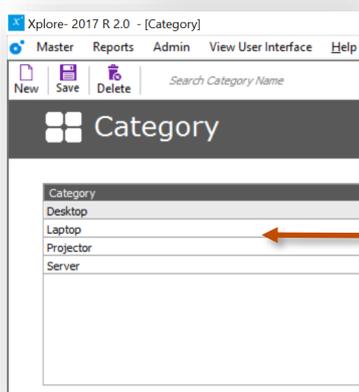
Click on **Delete** button on toolbar to delete the category



You will get the following delete warning message, the product tagged to category will also be deleted.
Click on **Yes**



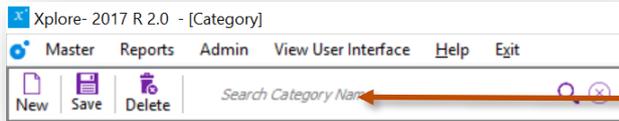
You would get the following message
Click on **Ok**



Category would be deleted from the list

2.d Search Category

Search enables you to filter the data according to the given criteria. For example if you search for **"Server"** all the matching categories containing the word **"Server"** would be displayed in the list. You can do an exact search by providing the exact keywords or a broader search by providing few letters/words in search text. This option is useful if you have to scroll through large data in the grid.



Search option is placed in the toolbar



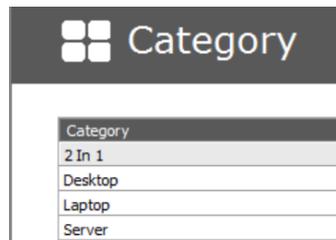
Enter the search keyword and click on **Search** icon

(or you can press **Enter key** on your keyboard)

To clear search result click on **close** icon

Few examples of search

Category list



Search result



Example of Exact Search

Search criteria **"Server"**



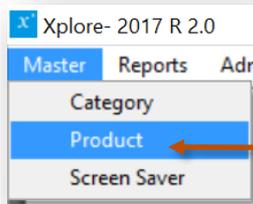
Example of Broader Search

Search criteria **"top"**
*Desktop and Laptop will also appear in the search result as this contains **"top"** in their name*

3

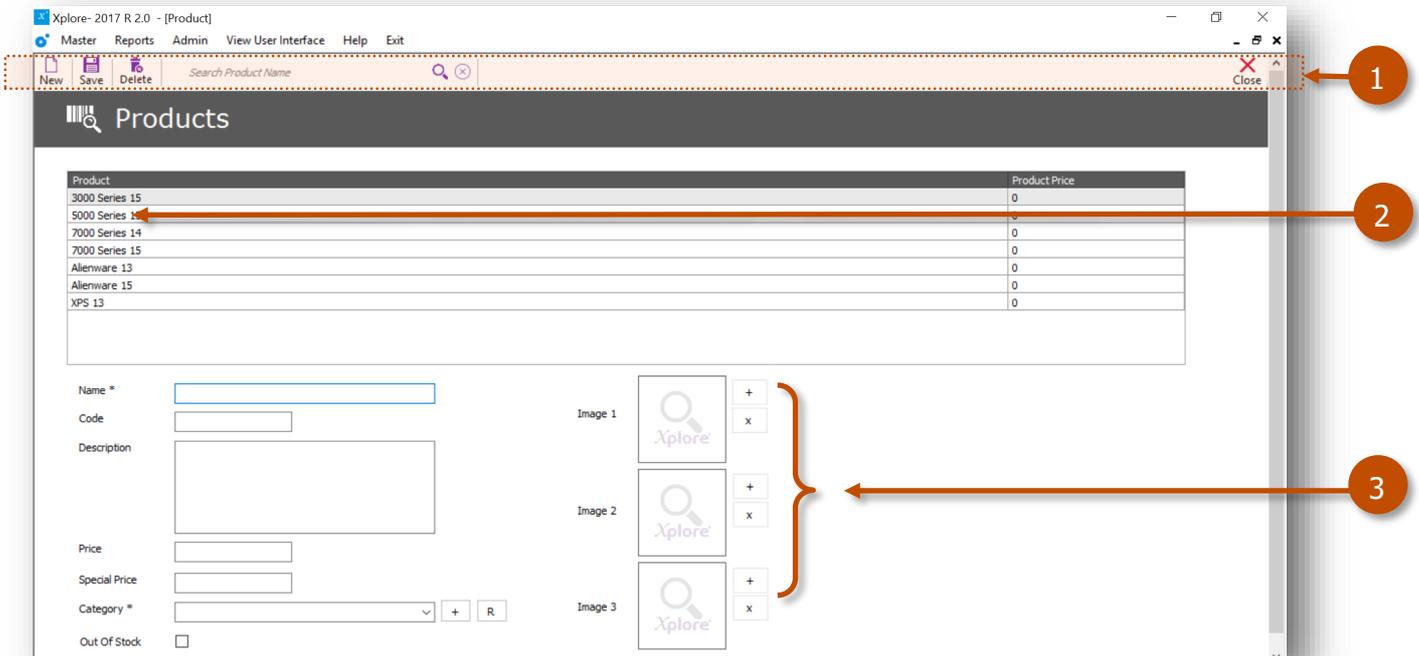
Product Master

In this screen you need to add your product details. Here you can add new product, edit or delete an existing product. Following are the steps.



Go to **Product** menu
Master-Product

Product screen can be broadly divided into 3 sections that is explained below



The screenshot shows the Product Master screen with three numbered callouts:

1. Toolbar to add, edit or delete data
2. List of Products to view the details
3. Product update section to add or modify the details

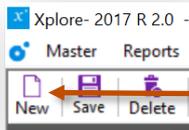
Product	Product Price
3000 Series 15	0
5000 Series 15	0
7000 Series 14	0
7000 Series 15	0
Allenware 13	0
Allenware 15	0
XPS 13	0

Form fields include: Name *, Code, Description, Price, Special Price, Category *, and Out Of Stock checkbox. Image upload section includes Image 1, Image 2, and Image 3, each with a search icon, a plus sign, and a delete (x) button.

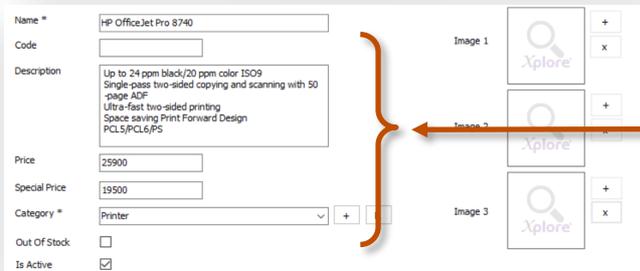
1. Toolbar to add, edit or delete data
2. List of Products to view the details
3. Product update section to add or modify the details

3.b Add Product

Steps for adding new product in the product master



Click on **New** button on the toolbar



Enter the details such as name, description, price, select category.

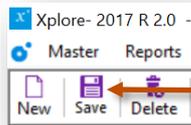


Click on **+** button if you wish to add image
You selected image would be displayed on image



Please note

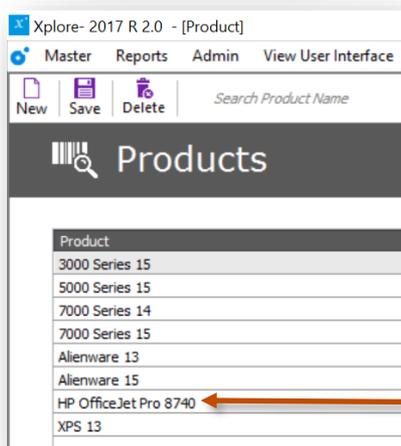
Valid file format for images are Image format *.png, *.jpeg, *.jpg, *.bmp



Click on **Save** button on toolbar to save the data



You would get the following message
Click on **Ok**

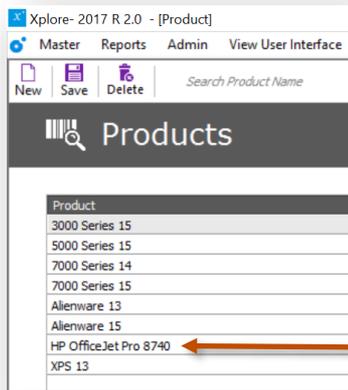


Product
3000 Series 15
5000 Series 15
7000 Series 14
7000 Series 15
Alienware 13
Alienware 15
HP OfficeJet Pro 8740
XPS 13

New category "**Hp OfficeJet Pro 8740**"
would be added to the list

3.c Modify Product details

You can edit/modify existing product by selecting product from the product grid/list, edit it and then save the details, follow the instructions given below.

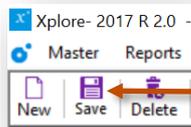


Select Product from the list which you wish to update
Eg. "Hp OfficeJet Pro 8740"

The screenshot shows the product detail form for 'HP OfficeJet Pro 8740'. The form includes fields for Name, Code, Description, Price, Special Price, Category, Out Of Stock, and Is Active. There are also image upload sections for Image 1, Image 2, and Image 3.

You would see the details below

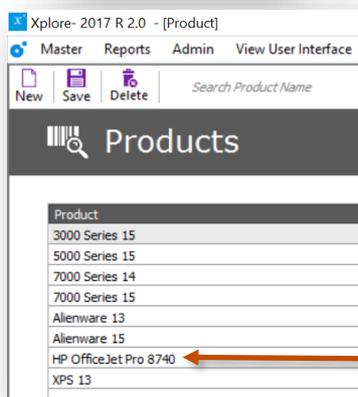
You can change the details or add or remove images



Click on **Save** button on toolbar to save the data



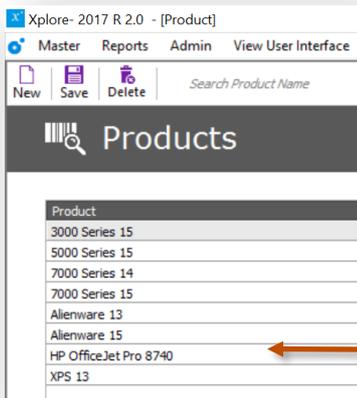
You would get the following message
Click on **Ok**



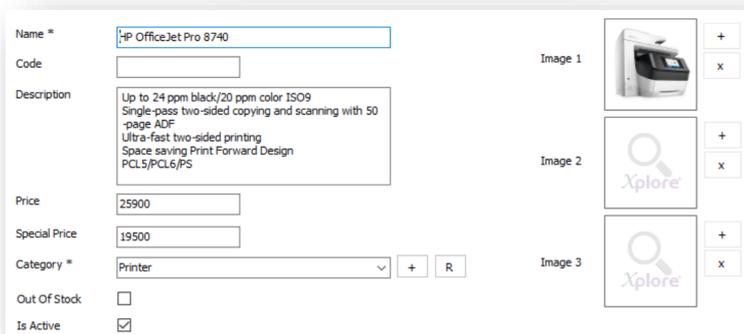
Product details will be updated

3.d Delete Product

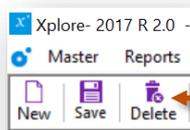
The delete option will permanently delete the selected product. See the instructions for deleting product.



Select the Product from the list which you wish to delete
Eg. "Hp OfficeJet Pro 8740"



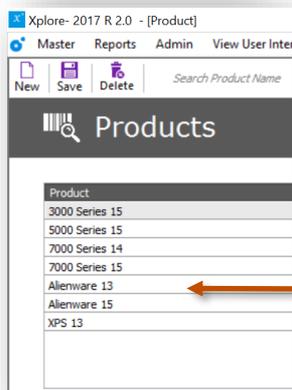
You would see the details below



Click on **Delete** button on toolbar to delete the Product



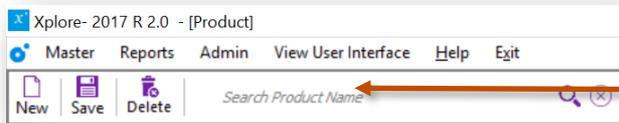
You would get the following message
Click on **Ok**



Product will be deleted from the list

3.e Search Product

Search enables you to filter the data according to the given criteria. For example if you search for **“Alienware”** all the matching products containing the word **“Alienware”** would be displayed in the list. You can do an exact search by providing the exact keywords or a broader search by providing few letters/words in search text. This option is useful if you have to scroll through large data in the grid.



Search option is placed in the toolbar



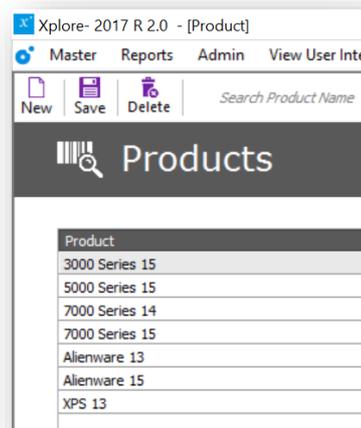
Enter the search keyword and click on **Search** icon 

(or you can press **Enter key** on your keyboard)

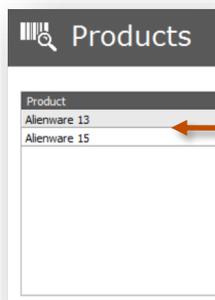
To clear search result click on **close** icon 

Few examples of search

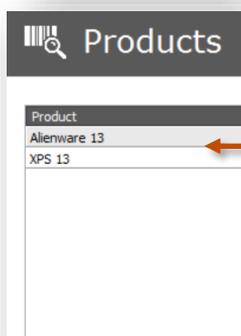
Product list



Search result



Search criteria **Alienware**



Search criteria **13**
Alienware 13 and **XPS13** both will appear in the search result as it contains 13 in their name

4

Screen Saver

Screensaver option helps you to display new products, offers or any promotional content to your Clients\customers. The images added in the Screensaver master will be displayed when the customer logs off from the User Interface (product browsing window)

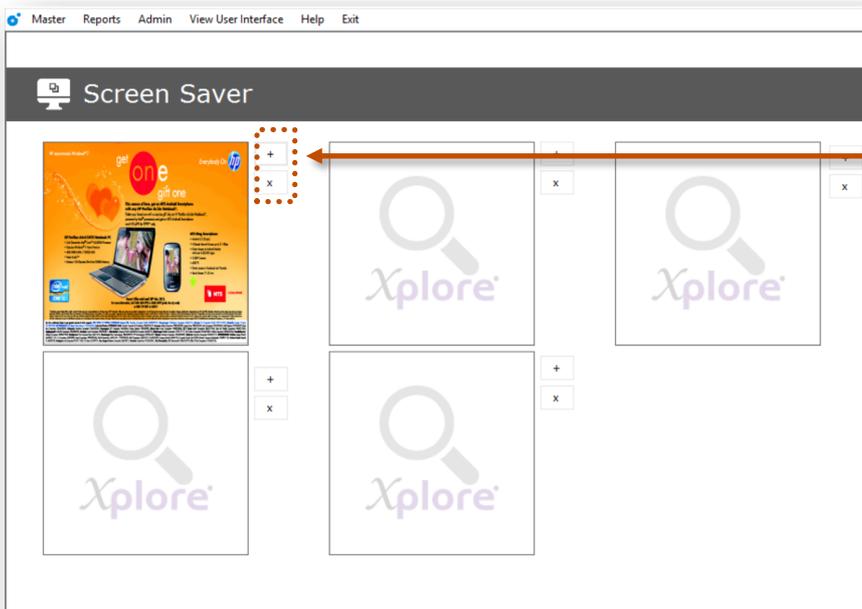
2.a Add Screen saver

In this screen you can add images to be displayed in the screensaver.



Go to following menu
Master—Screen Saver

Screen Saver



To add image, click on the + button on respective images

To remove the image you can click on x

Other software's

EQMS

Sales CRM

Manage your leads in 3 easy steps
Leads, Follow up & closure

TimeTracker

Project Timesheet

Manage employee timesheet, project cost, expense, holiday & leave tracking

servicedesk

Service Management software

Manage service contracts & customer complaints

Organizer

No. 1 Software for Air-Conditioner Dealer

Manage inventory, billing, payment, card & complaints

spinso

Spectrum Info Solutions

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D'Souza Wadi,
Thane (W) - 400 604.
Maharashtra, INDIA